



STATE COMPENSATION INSURANCE FUND CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE COMPENSATION INSURANCE FUND	RELEASE DATE:	Monday, August 17, 2015
POSITION TITLE:	Deputy Chief Counsel, Corporate Legal	FINAL FILING DATE:	Tuesday, September 8, 2015
CEA LEVEL:	CEA C	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,978.00 - \$13,070.00 / Month	BULLETIN ID:	08172015_3

POSITION DESCRIPTION

A Deputy Chief Counsel, State Compensation Insurance Fund (Career Executive Assignment, Range C), plans, organizes, directs, coordinates and reviews the work of a major legal section of the State Compensation Insurance Fund; acts as legal advisor to top management; sets legal policy; and participates as a member of top management in setting the Legal Department's goals, policies and guidelines and in preparing the Legal Department Program Plan and Budget.

The Corporate Legal Deputy Chief Counsel's responsibilities include management of a staff counsel function for civil and corporate matters; management of litigation by or against State Fund and coordinating the prosecution or defense of such litigation; and management of advice and transactions work for multiple business units. The Deputy Chief Counsel also chairs legal projects and participates in hiring and developing staff.

A Deputy Chief Counsel operates under the general direction of a Chief Counsel (C.E.A. C) or a General Counsel.

LOCATION: This exam will be used to fill one position of Corporate Legal Deputy Chief Counsel statewide; location may be Northern or Southern California.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

To be qualified for this position, candidates must possess:

- Proficient knowledge of civil litigation laws, regulations, trends, practices, and the California Code of Civil Procedure, California Evidence Code, Federal Rules of Civil Procedure, California Government Code, and the California Insurance Code.
- Working knowledge of workers' compensation laws, regulations, trends, practices, and the California Labor Code.
- Sufficient knowledge of the organization, mission and statutory environment of the State Compensation Insurance Fund in order to function effectively in a position that works closely with and supports top management of the State Fund organization.
- Experience at a supervisory and/or management level in State Compensation Insurance Fund; comparable insurance-related agency or organization or law firm practice including knowledge of insurance, civil litigation, current management principles and practices, and demonstrated ability to plan, direct, coordinate and review the work of a program consisting of professional legal staff.
- Breadth and variety of experience as an attorney, attorney supervisor and/or contractor of attorneys, in the research and analysis of insurance and business-related issues, and in defending, pursuing and resolving civil and administrative cases at the California Department of Insurance and other administrative forums, in the California Superior Courts, Appellate Courts, Supreme Court, Federal District Courts and Courts of Appeal, or the California state Legislature.
- Ability to act as legal advisor to top management, including the ability to formulate legal policy and to initiate and recommend strategic changes impacting the individual State Fund programs and the organization as a whole, in order to meet competitive demands and corporate objectives and values.
- Ability to identify and defend State Fund against abusive and fraudulent activities.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Chief Counsel, Corporate Legal**, with the **STATE COMPENSATION INSURANCE FUND**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of your Standard State Application (Form 678), resume, and statement of qualifications by a screening committee. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the desirable qualifications, knowledge, skills, and abilities, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Therefore, it is to your advantage to invest the time and effort to completely describe your experience, education, training, knowledge, skills and abilities, as the statement of qualifications will be the basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

An online application (STD. 678) may be accessed and submitted only on the State Compensation Insurance Fund's internet site, www.statefundca.com/careers, under "Opportunities - Exam Listings." If you are unable to complete and submit the online application, you may send a paper copy of your application by U.S. Postal Service to the State Fund address indicated.

The Statement of Qualifications may be uploaded with your online application, submitted in person, mailed via U.S. Postal Service, or sent by e-mail to amsmart@scif.com. The application and Statement of Qualifications must include the position title, "Deputy Chief Counsel, Corporate Legal."

APPLICANTS WHO FAIL TO SUBMIT A STANDARD STATE APPLICATION AND STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

APPLICANTS WHO FAIL TO PROPERLY FORMAT THEIR STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE COMPENSATION INSURANCE FUND, Corporate HR - Talent Acquisition
2275 Gateway Oaks Drive, Sacramento, CA 95833
Amanda Smart | (916) 924-4722 | amsmart@scif.com

ADDITIONAL INFORMATION

Exam Identification Number: 30465KP

Candidates receiving a passing score will be merged onto the existing list for Deputy Chief Counsel, Corporate Legal.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COMPENSATION INSURANCE FUND reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)